

Past Performance Reference Worksheet

1. Offeror:	2. Prime/Subcontractor's Name:	3. DUNNS #:	4. Role:
5. Customer:			
6. Title of Contract:			
7. Contract Identifier:		8. Type of Contract	
9. Contract Award Date:			
10. Award Completion Date:		11. Actual Completion Date:	
12. Award Value:		13. Actual Value:	
14. References Type:	Name:	Phone:	
a. Contracting Officer:			
b. Administrative Contracting Officer:			
c. Contracting Officer's Technical Representative			
d. Program Manager: (1)			
Program Manager: (2)			
Program Manager: (3)			
15. Abstract:			
16. Significant Problems:			

Instructions

Past Performance Reference Worksheet

1. **Offeror:** Name of the offeror submitting proposal
2. **Prime/Subcontractor's Name:** Name of the organization that did the work
3. **DUNNS #:** DUNNS identifier for the organization identified in 2. above
4. **Role:** Indicate PRIME or SUBCONTRACTOR/TEAMING PARTNER to describe the role the organization identified in 2. above played in this contract
5. **Customer:** Agency or commercial organization that this work was performed for. If the role was a subcontractor/teaming partner, do not place the Prime's name here, but rather the Prime's customer's name.
6. **Title of Contract:** Main effort performed under the contract.
7. **Contract Identifier:** Unique contract number.
8. **Type of Contract:** Example: cost plus fixed fee, fixed price.
9. **Contract Award Date:** Date the contract was awarded
10. **Award Completion Date:** At the time of contract award, what was the projected completion date
11. **Actual Completion Date:** Actual or currently anticipated completion date
12. **Award Value:** Value of this contract at time of award
13. **Actual Value:** Actual or currently anticipated value
14. This section calls for the names and telephone numbers for all of the following that apply:
 - a. **Contracting Officer:** Government or Commercial procuring contracting officer for this activity
 - b. **Administrative Contracting Officer:** May be the same as the Contracting Officer
 - c. **Contracting Officer's Technical Representative:** Government or Commercial contract activity technical representative
 - d. **Program Manager:** Government or Commercial customer's program manager; there may be more than one
15. **Description:** High-level description summarizing the work performed by the organization identified in number 2 above. In the description, the offeror should show how the work performed by the organization is relevant to the PTO's requirements as specified in the RFP.
16. **Significant Problems:** If the offeror anticipates that references will identify significant problems that arose during this project, the offeror may provide an assessment of the nature of the problem (normal, usual, or extraordinary), how and when the problem was identified, potential causes, resolution activities or corrective actions undertaken, and the results of the corrective actions. Offerors shall not provide general information on their performance.